

- First and last day of use should be as close as possible to mirror the check issuance cycle dates.
- We issue by calendar months. Watch that dates don't overlap to avoid over-issuance.
- If it is after the 15th, a half package should be issued.
- Direct Bills are issued month to month and adjusted as needed.
- They cannot be issued in advance.

- Remember that Idaho "rounds down." This means 6.8 cans would be 6 cans.
- The quantity is the amount to be ordered.
- The FNB is the minimum amount that can be issued.
- The MMA cannot be exceeded. The goal is to issue the MMA or issue as close to the MMA as possible.
- It is important to know the forms and sizes of the product (can, bottle, etc.) available to determine the order amount, but staff should not worry about order sizes/shipping (#/cases etc.).

- Verify the participant's address to ensure the product will be mailed to the correct address.
- Check Rush Order if participant needs formula within 48 hours. Must be faxed to Coram by 4pm MT/3pm PT.



DIRECT BILL FOR WIC-ELIGIBLE NUTRITIONALS AND THERAPEUTIC FORMULA

Product need must be evaluated and authorized by a WIC dietitian on a monthly basis

Clinic No. _____ First Day to Use: 11/7/19 Last Day to Use: 6/31/20

_____ is authorized to receive the following special nutritional supplement for

Responsible Adult _____

Participant Name _____ ID # _____ DOB 8/16/19 % Breastfeeding 50%

Quantity (please specify cans, oz, 4-pk, etc.) 4 cans

Full Nutrition Benefit / Maximum Monthly Allowance (WIC RD use only) 4 / 5 cans

Therapeutic Formula / Nutritionals Alfamino Infant

Local Agency: _____ City: _____ Phone: _____ HCP: _____ Registered Dietitian _____

FAX TO CORAM AT 800-693-7322

I verify that the information listed above and the shipping address below are correct

Responsible Adult Signature _____ Date _____

SHIP TO: (please print clearly)

Name: _____

Address: _____

Phone: _____

Product: _____

Quantity: _____ (please specify cans, oz, 4-pk, etc.)

☐ Rush Order (WIC will pay additional shipping costs)

BILL TO:

Please send this form with an invoice showing product, amount and price to:

Idaho WIC Program
Division of Public Health
P.O. Box 83720
Boise, ID 83720-0036
Fax: 208-332-7362 (secure)
wicinvoices@dhw.idaho.gov

Reimbursement will not be made unless a completed copy of this form is included with the invoice.

The WIC Program is an equal opportunity provider.
For the full nondiscrimination statement and contact information to file a complaint, please visit the Idaho WIC website at www.wic.dhw.idaho.gov.

FORM 210 9/19

- D.O.B., %BF, and if a food package (solids) are being issued (or not) are all factors that need to be considered in order to issue the correct amount of formula.
- Policy Reminders:
 - Issuance is based on age on the day of issuance.
 - Infants older than 6 months not being issued solids are eligible for more formula (the amount they received at 4-5 m/o).
 - Manufacturer's guidelines for product by age should be followed unless allowable per policy (i.e. cannot issue a product indicated for a 12 m/o to an 11 m/o).

- The Formula Handbook has tables with the allowable amounts of formula/nutritionals for all catg, what food packages are available, and a full product guide (to determine reconstituted amounts).
- The Formula Handbook can be accessed through WISPr and the WIC website.

- Formula can no longer be picked up from DMEs
- Fax all Direct Bills to Coram